

September 26, 2006

**NOTICE OF JOB OPENING
ASSISTANT EXECUTIVE DIRECTOR**

POSITION DUTIES: Performs a variety of complex interdisciplinary assignments which include but are not limited to: plan, develop and administer programs/services of the department; develop effective working relationships with governmental, professional, and community agencies at all levels; assist Executive Director with personnel responsibilities; assist in development of the annual report; determine and allocate resources such as staff, equipment and facilities; help assure compliance with applicable laws and regulations; participate in budget process; obtain and maintain knowledge related to current public health practice; other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of the Executive Director. Exercises supervision of department staff as directed by Executive Director.

REQUIREMENTS: Master's degree in a health or business-related field from an accredited college or university. Four years experience in public health or related field of which at least three years have been in a supervisory position.

SALARY RANGE: \$51,830.69–\$61,548.66 per year plus excellent benefits.

APPLICATIONS MUST BE RECEIVED BY: 4:30 p.m., Thursday, October 19, 2006.

APPLY TO: Central District Health Dept, 1137 South Locust, Grand Island, NE 68801.
308-385-5175.

Website: www.cdhd.ne.gov.

**AN EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER**